MAIN FACS
SELF-STUDY
Training Material

INTERAGENCY VOUCHER SELF-STUDY

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This Self-Study provides screen prints and procedures for processing interagency vouchers, using the ADPICS interagency voucher functionality and the R*STARS interagency voucher functionality. This Self-Study should be used as an introduction to the functionality, and is intended to supplement information contained in user documentation, and related training course materials.

This Self Study includes an overview of the ADPICS interagency voucher functionality, and an explanation of the data fields; as well as a sample ADPICS interagency voucher, and R*STARS interagency voucher, showing the processing procedures.

INTERAGENCY VOUCHER PROCESSING FUNCTIONALITY

This functionality is accomplished using either the ADPICS standard voucher screens (where an associated purchase order has been created), or where no purchase order is involved, the R*STARS companion transactions (Type G). A warrant will not be generated using either process.

Interagency voucher processing in ADPICS includes one screen (Interagency Accounting).

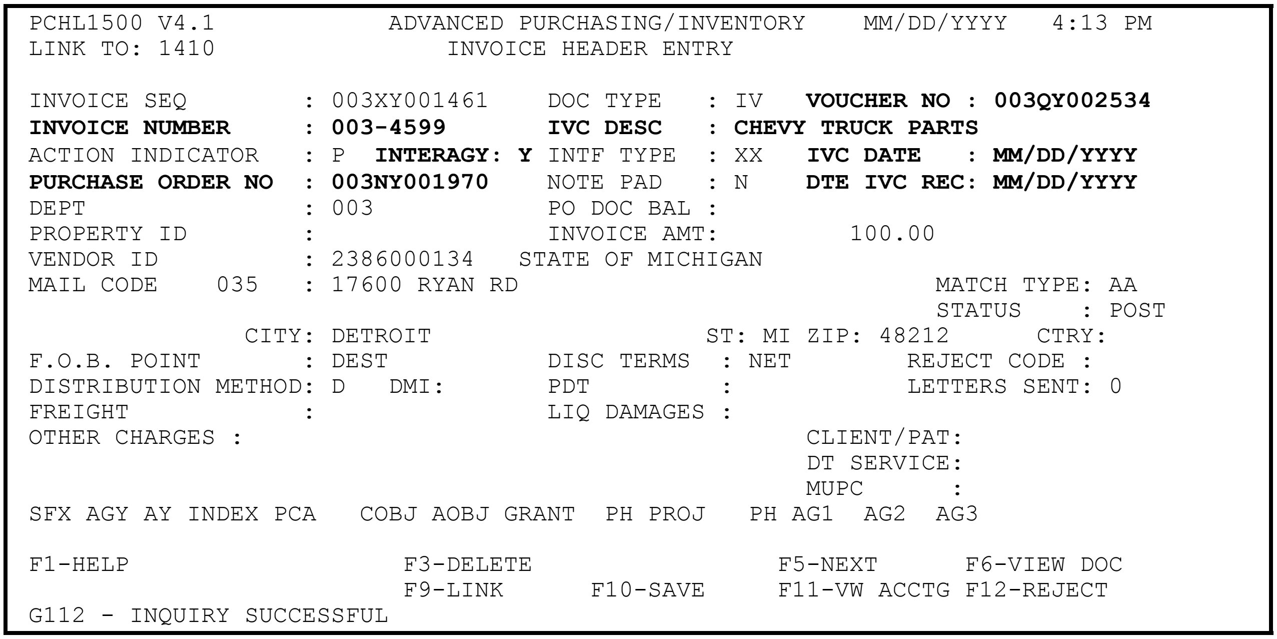
Interagency voucher processing in R*STARS will bypass agency range edits. This will allow the buying agency to post batch type G companion transactions that **increase** the cash balance in the selling agency's accounts, even without having security to the seller's agency.

The direct voucher process is not available for interagency vouchers. Therefore, transactions without a purchase order will be done only in R*STARS. Because many ADPICS users have not done R*STARS companion transaction processing for interagency vouchers, it is also included in this Self Study.

CREATING ADPICS INTERAGENCY VOUCHERS FROM AN EXISTING PURCHASE ORDER

This section explains the ADPICS interagency voucher functionality:

1500 Invoice Header Entry



```
PCHL1500 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   4:13 PM
LINK TO: 1410                INVOICE HEADER ENTRY

INVOICE SEQ        : 003XY001461    DOC TYPE   : IV   VOUCHER NO : 003QY002534
INVOICE NUMBER     : 003-4599       IVC DESC   : CHEVY TRUCK PARTS
ACTION INDICATOR   : P  INTERAGY: Y INTF TYPE  : XX   IVC DATE    : MM/DD/YYYY
PURCHASE ORDER NO  : 003NY001970    NOTE PAD   : N    DTE IVC REC: MM/DD/YYYY
DEPT               : 003            PO DOC BAL :
PROPERTY ID        :                INVOICE AMT:         100.00
VENDOR ID          : 2386000134   STATE OF MICHIGAN
MAIL CODE    035   : 17600 RYAN RD                           MATCH TYPE: AA
                                                             STATUS    : POST
               CITY: DETROIT                  ST: MI ZIP: 48212      CTRY:
F.O.B. POINT       : DEST           DISC TERMS  : NET        REJECT CODE :
DISTRIBUTION METHOD: D   DMI:       PDT         :            LETTERS SENT: 0
FREIGHT            :                LIQ DAMAGES :
OTHER CHARGES :                                       CLIENT/PAT:
                                                      DT SERVICE:
                                                      MUPC      :
SFX AGY AY INDEX PCA   COBJ AOBJ GRANT  PH PROJ   PH AG1  AG2  AG3

F1-HELP                  F3-DELETE                 F5-NEXT      F6-VIEW DOC
                         F9-LINK      F10-SAVE     F11-VW ACCTG F12-REJECT
G112 - INQUIRY SUCCESSFUL
```

The INTERAGY field is used to indicate whether the system generated voucher will be an interagency voucher or a standard voucher. If this field is 'Y,' the system will generate an interagency voucher (fourth character of the Voucher ID will be Q). If the field is 'N,' the system will generate a standard voucher (V).

- Enter a 'Y' in the INTERAGY data field
- Enter the invoice data for the interagency purchase (invoice data entry is the same)
- Post the invoice, change the ACTION INDICATOR to 'P' and press <F10–SAVE>

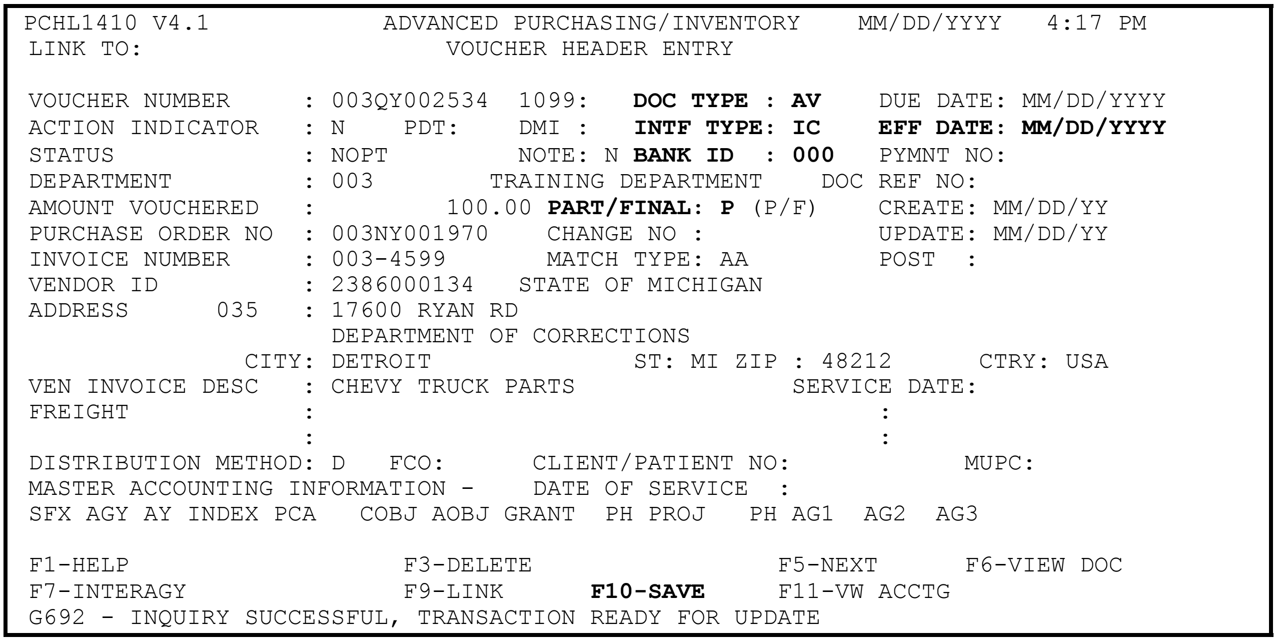
- When the invoice is posted (and document matching is successful) the system will generate an interagency voucher ID

Completion Of An ADPICS Interagency Voucher

Access the 1410 Voucher Header Entry screen. Enter the interagency Voucher ID in the VOUCHER NUMBER field and press <ENTER> to retrieve the data from the purchase order and invoice.

Note: After the system generates the Voucher ID in the message line at the bottom of the 1500 Invoice Header Entry screen, pressing <ENTER> will place the Voucher ID in the VOUCHER NUMBER field. You can then 'Link To' the 1410 Voucher Header Entry screen and the data will be carried over.

1410 Voucher Header Entry screen



```
PCHL1410 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   4:17 PM
LINK TO:                     VOUCHER HEADER ENTRY

VOUCHER NUMBER     : 003QY002534  1099:    DOC TYPE : AV    DUE DATE: MM/DD/YYYY
ACTION INDICATOR   : N    PDT:    DMI :   INTF TYPE: IC    EFF DATE: MM/DD/YYYY
STATUS             : NOPT         NOTE: N BANK ID  : 000   PYMNT NO:
DEPARTMENT         : 003        TRAINING DEPARTMENT    DOC REF NO:
AMOUNT VOUCHERED   :         100.00 PART/FINAL: P (P/F)    CREATE: MM/DD/YY
PURCHASE ORDER NO  : 003NY001970    CHANGE NO :            UPDATE: MM/DD/YY
INVOICE NUMBER     : 003-4599       MATCH TYPE: AA         POST  :
VENDOR ID          : 2386000134   STATE OF MICHIGAN
ADDRESS      035   : 17600 RYAN RD
                     DEPARTMENT OF CORRECTIONS
               CITY: DETROIT              ST: MI ZIP : 48212      CTRY: USA
VEN INVOICE DESC   : CHEVY TRUCK PARTS               SERVICE DATE:
FREIGHT            :                                       :
                   :                                       :
DISTRIBUTION METHOD: D   FCO:      CLIENT/PATIENT NO:            MUPC:
MASTER ACCOUNTING INFORMATION -    DATE OF SERVICE  :
SFX AGY AY INDEX PCA   COBJ AOBJ GRANT  PH PROJ   PH AG1  AG2  AG3

F1-HELP                   F3-DELETE                 F5-NEXT      F6-VIEW DOC
F7-INTERAGY               F9-LINK      F10-SAVE     F11-VW ACCTG
G692 - INQUIRY SUCCESSFUL, TRANSACTION READY FOR UPDATE
```

- Enter a valid document type for an interagency voucher in the Document Type field. AV is the Document Type used for Interagency Vouchers, but an agency can choose to use VC.

- Leave the PDT and DMI fields blank (fields are protected for interagency vouchers)

- Enter the appropriate interface type for this interagency voucher in the Interface Type field, as follows:

    - IC – Interagency Voucher – Expenditure
    - IR – Interagency Voucher – Revenue
    - IF – Interagency Voucher – Finished Goods Revenue
    - IG – Interagency Voucher – Finished Goods Expenditure

- Enter the Effective Date (if not entered, it will default to the current date)

- Enter '000' in the Bank ID field

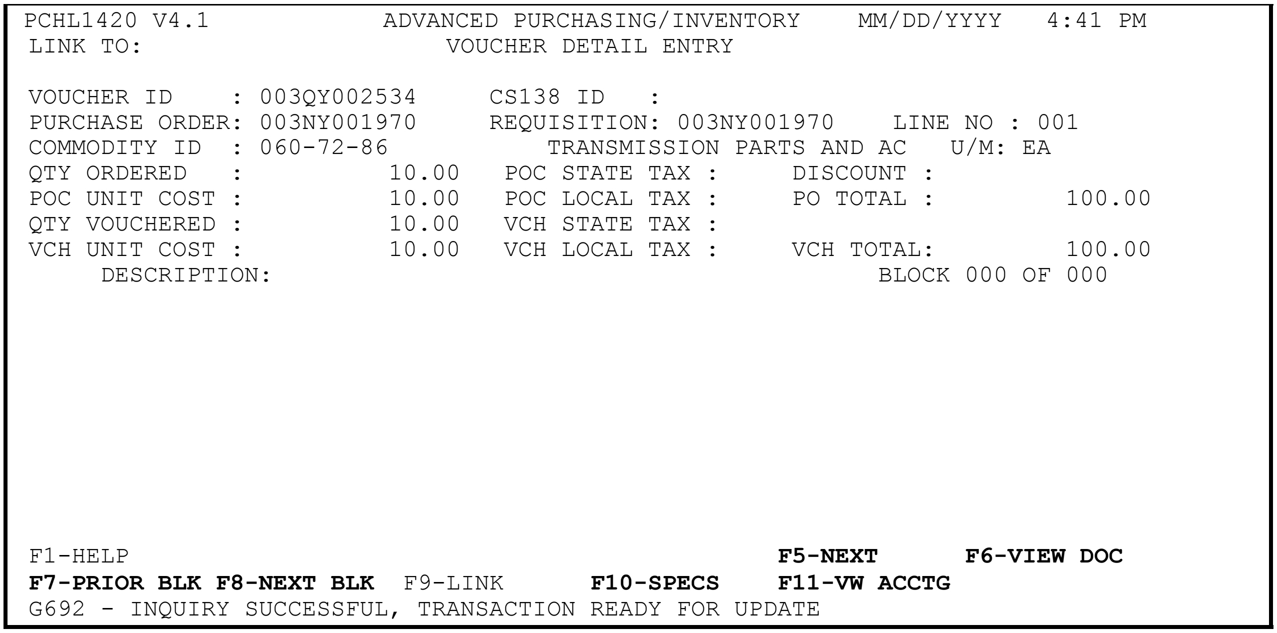
- Enter 'P' in the Partial/Final indicator field (this can be changed prior to posting, if the voucher is final)

The SERVICE DATE field is used for Project and Grant Billing. This field will default to the current system date when the header is saved. The service date can be changed. If the account code block includes (or infers) a project or grant that is controlled based on the service date, then the service date must be on, or before, the final post date (close out date) of the project or grant.

- Press <F10–SAVE> to save the data

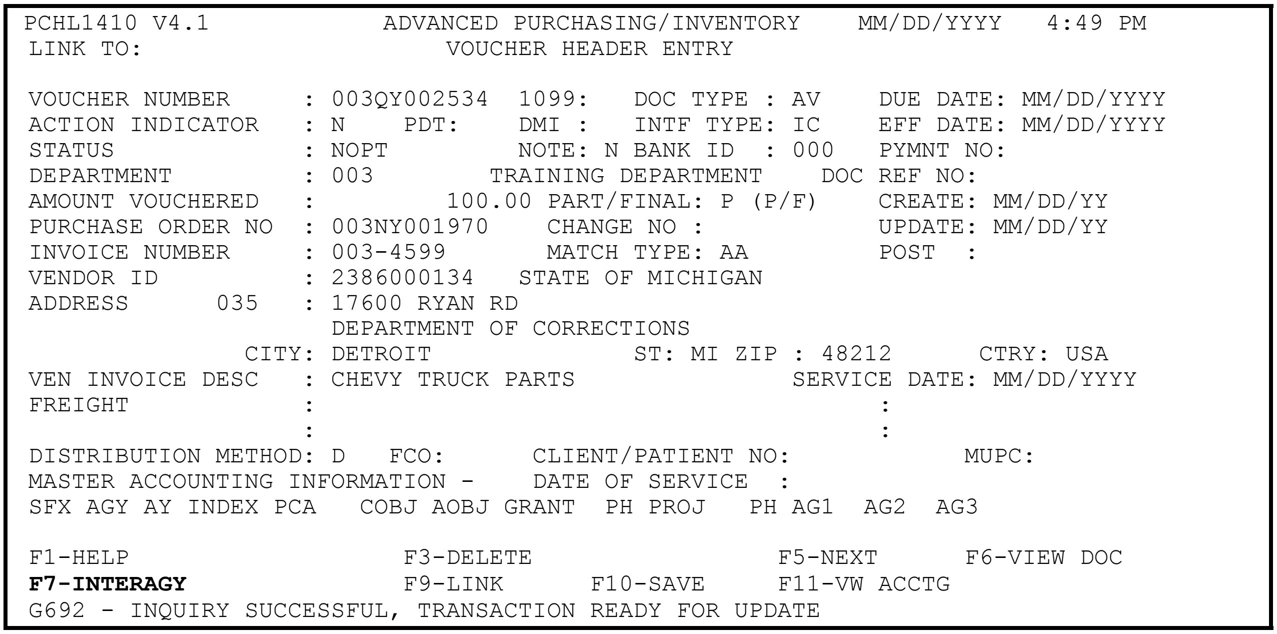
- When all required data has been entered, and the header information is saved, the system transfers to the 1420 Voucher Detail Entry screen and retrieves the detail information from the purchase order

1420 Voucher Detail Entry screen



```
PCHL1420 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   4:41 PM
LINK TO:                         VOUCHER DETAIL ENTRY

VOUCHER ID    : 003QY002534     CS138 ID   :
PURCHASE ORDER: 003NY001970     REQUISITION: 003NY001970    LINE NO : 001
COMMODITY ID  : 060-72-86           TRANSMISSION PARTS AND AC   U/M: EA
QTY ORDERED   :          10.00   POC STATE TAX :     DISCOUNT :
POC UNIT COST :          10.00   POC LOCAL TAX :     PO TOTAL :          100.00
QTY VOUCHERED :          10.00   VCH STATE TAX :
VCH UNIT COST :          10.00   VCH LOCAL TAX :     VCH TOTAL:          100.00
     DESCRIPTION:                                           BLOCK 000 OF 000









F1-HELP                                              F5-NEXT      F6-VIEW DOC
F7-PRIOR BLK F8-NEXT BLK  F9-LINK      F10-SPECS    F11-VW ACCTG
G692 - INQUIRY SUCCESSFUL, TRANSACTION READY FOR UPDATE
```

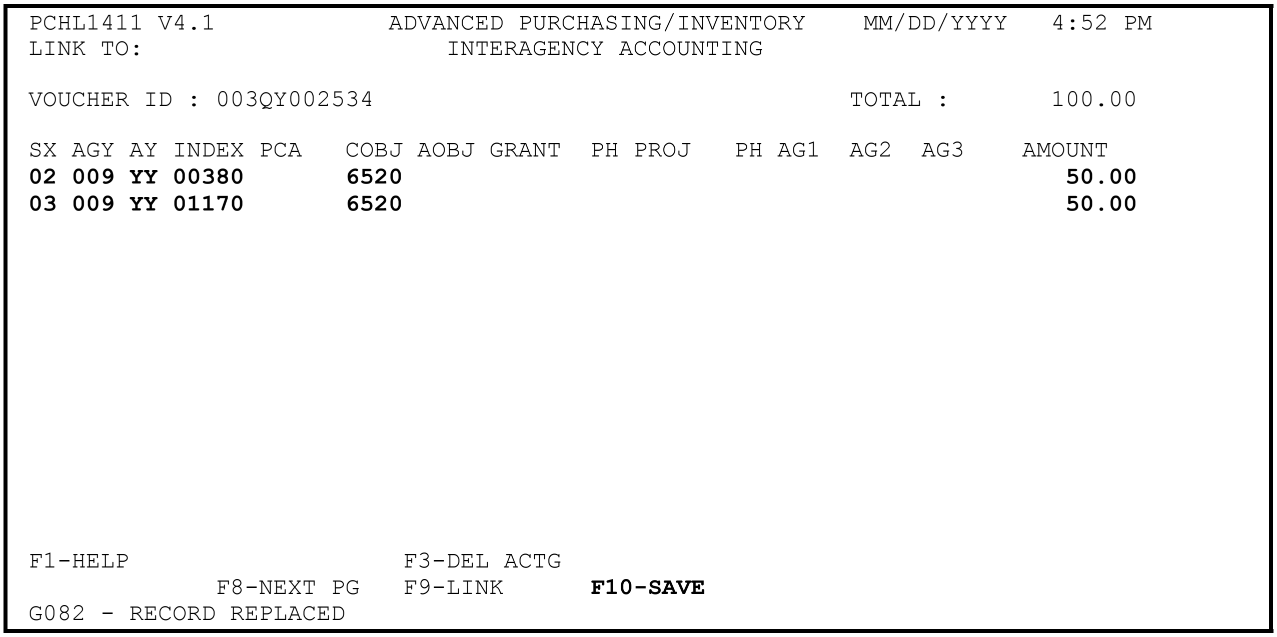
- Review the data:
    - Press <F5–NEXT> to view the next commodity line
    - Press <F6–VIEW DOC> to view additional document detail
    - Press <F7–PRIOR BLK> and/or <F8–NEXT BLK> to view commodity description blocks
    - Press <F10–SPECS> to view specs
    - Press <F11–VW ACCTG> to view accounting
- Repeat for each commodity line
- After viewing all of the commodity lines, press <CLEAR> to return to the 1410 Voucher Header Entry screen:



```
PCHL1410 V4.1           ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   4:49 PM
LINK TO:                        VOUCHER HEADER ENTRY

VOUCHER NUMBER     : 003QY002534  1099:   DOC TYPE : AV    DUE DATE: MM/DD/YYYY
ACTION INDICATOR   : N    PDT:    DMI :   INTF TYPE: IC    EFF DATE: MM/DD/YYYY
STATUS             : NOPT         NOTE: N BANK ID  : 000   PYMNT NO:
DEPARTMENT         : 003        TRAINING DEPARTMENT    DOC REF NO:
AMOUNT VOUCHERED   :          100.00 PART/FINAL: P (P/F)    CREATE: MM/DD/YY
PURCHASE ORDER NO  : 003NY001970    CHANGE NO :            UPDATE: MM/DD/YY
INVOICE NUMBER     : 003-4599       MATCH TYPE: AA         POST  :
VENDOR ID          : 2386000134   STATE OF MICHIGAN
ADDRESS      035   : 17600 RYAN RD
                     DEPARTMENT OF CORRECTIONS
               CITY: DETROIT              ST: MI ZIP : 48212      CTRY: USA
VEN INVOICE DESC   : CHEVY TRUCK PARTS              SERVICE DATE: MM/DD/YYYY
FREIGHT            :                                      :
                   :                                      :
DISTRIBUTION METHOD: D   FCO:      CLIENT/PATIENT NO:            MUPC:
MASTER ACCOUNTING INFORMATION -    DATE OF SERVICE  :
SFX AGY AY INDEX PCA   COBJ AOBJ GRANT  PH PROJ   PH AG1  AG2  AG3

F1-HELP                  F3-DELETE                F5-NEXT      F6-VIEW DOC
F7-INTERAGY              F9-LINK      F10-SAVE    F11-VW ACCTG
G692 - INQUIRY SUCCESSFUL, TRANSACTION READY FOR UPDATE
```

- To enter the coding block for the selling agency, press <F7–INTERAGY> to access the 1411 Interagency Accounting screen:

1411 Interagency Accounting screen



```
PCHL1411 V4.1           ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   4:52 PM
LINK TO:                        INTERAGENCY ACCOUNTING

VOUCHER ID : 003QY002534                                TOTAL :       100.00

SX AGY AY INDEX PCA   COBJ AOBJ GRANT  PH PROJ   PH AG1  AG2  AG3    AMOUNT
02 009 YY 00380       6520                                             50.00
03 009 YY 01170       6520                                             50.00











F1-HELP                  F3-DEL ACTG
             F8-NEXT PG  F9-LINK      F10-SAVE
G082 - RECORD REPLACED
```

- The system retrieves the Voucher ID

- Enter the selling agency's first accounting line in the appropriate coding block fields

- Enter the dollar amount for the accounting suffix line

Note: The suffix line number (SX) will default to the next sequential accounting suffix number when the accounting information is saved. All of the seller's accounting information should be supplied to the buying agency by the selling agency.

- Repeat for each additional seller's accounting suffix line to be entered (up to 14 lines of accounting can be entered on the screen)

- Press <F10–SAVE> to save the accounting lines, then press <F10–SAVE> again to confirm the save

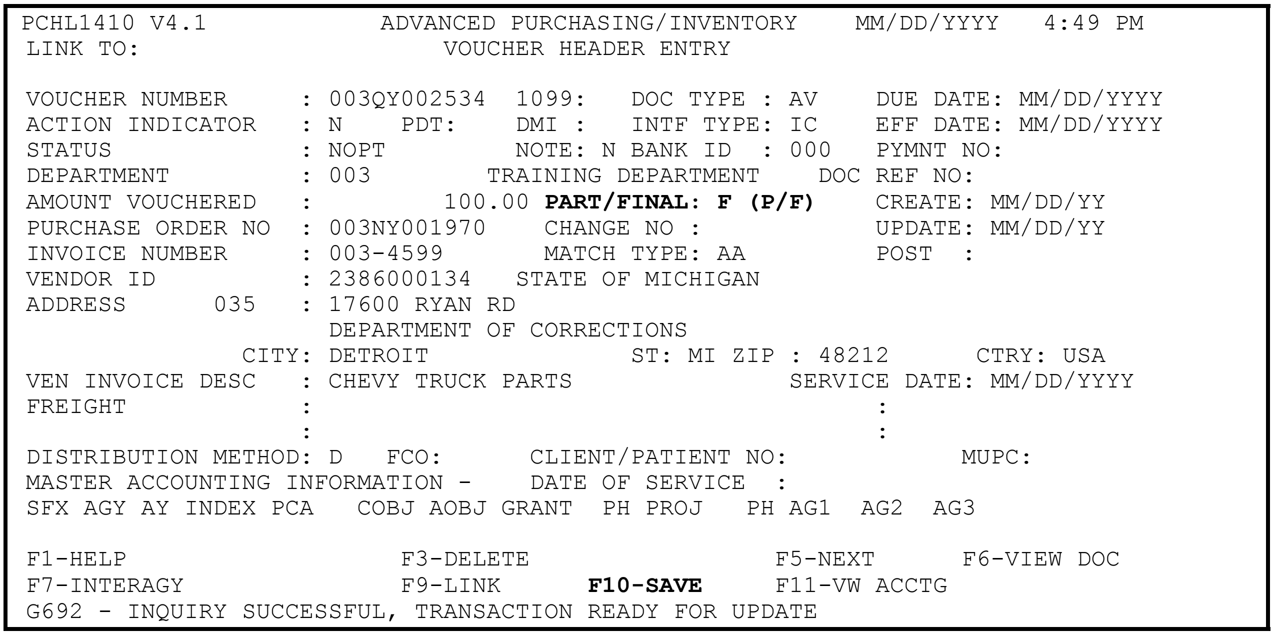
- The system will calculate and display the Total dollar amount of the voucher, based on the accounting amount(s) entered

- To enter more than 14 lines of accounting, press <F8–NEXT PG> to access an accounting page (each page of accounting must be saved, prior to accessing a new page)

- Repeat the above accounting data entry for additional accounting lines

- After all of the seller's accounting data has been entered and saved, press <CLEAR> to return to the 1410 Voucher Header Entry screen

Note: If an accounting line needs to be deleted, <TAB> to the line to be deleted (cursor can be in any field within the suffix line), and press <F3–DEL ACTG>. The system will ask for confirmation of the deletion, so press <F3> again to confirm the deletion of the accounting line. If you pressed <F3> in error, do not confirm the deletion and the system will not delete the line.

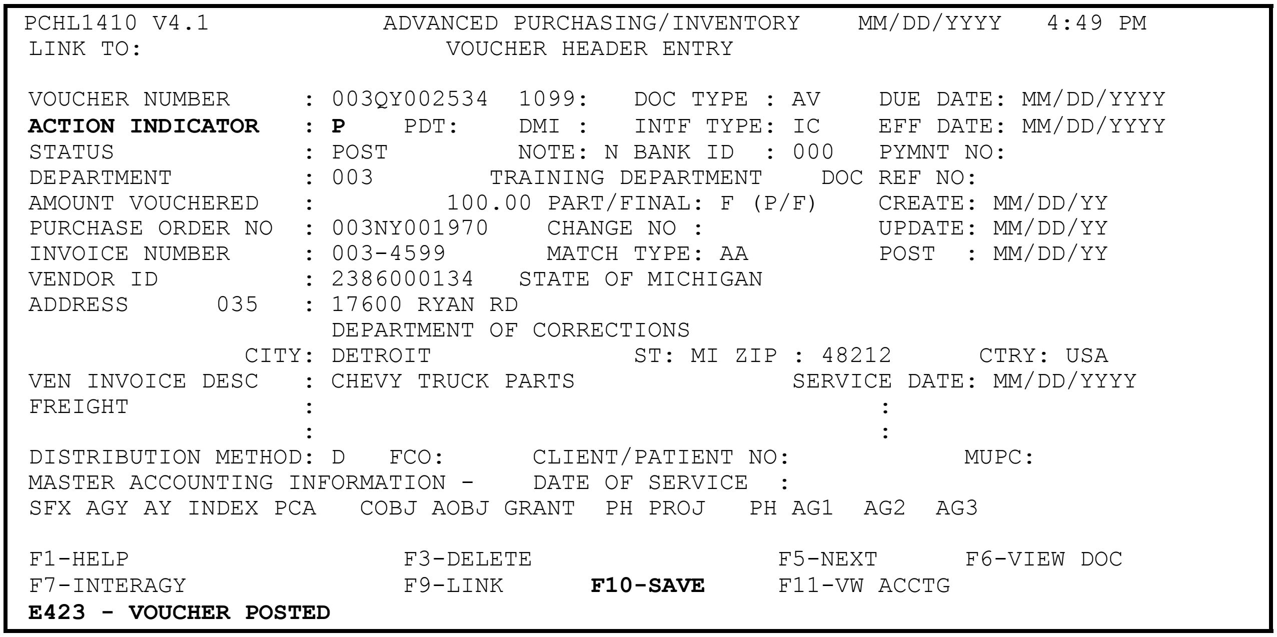


```
PCHL1410 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   4:49 PM
LINK TO:                     VOUCHER HEADER ENTRY

VOUCHER NUMBER     : 003QY002534  1099:   DOC TYPE : AV    DUE DATE: MM/DD/YYYY
ACTION INDICATOR   : N    PDT:    DMI :   INTF TYPE: IC    EFF DATE: MM/DD/YYYY
STATUS             : NOPT         NOTE: N BANK ID  : 000   PYMNT NO:
DEPARTMENT         : 003        TRAINING DEPARTMENT    DOC REF NO:
AMOUNT VOUCHERED   :         100.00 PART/FINAL: F (P/F)    CREATE: MM/DD/YY
PURCHASE ORDER NO  : 003NY001970    CHANGE NO :            UPDATE: MM/DD/YY
INVOICE NUMBER     : 003-4599       MATCH TYPE: AA         POST  :
VENDOR ID          : 2386000134   STATE OF MICHIGAN
ADDRESS      035   : 17600 RYAN RD
                     DEPARTMENT OF CORRECTIONS
               CITY: DETROIT              ST: MI ZIP : 48212      CTRY: USA
VEN INVOICE DESC   : CHEVY TRUCK PARTS               SERVICE DATE: MM/DD/YYYY
FREIGHT            :                                       :
                   :                                       :
DISTRIBUTION METHOD: D   FCO:      CLIENT/PATIENT NO:            MUPC:
MASTER ACCOUNTING INFORMATION -    DATE OF SERVICE  :
SFX AGY AY INDEX PCA   COBJ AOBJ GRANT  PH PROJ   PH AG1  AG2  AG3

F1-HELP                   F3-DELETE                 F5-NEXT      F6-VIEW DOC
F7-INTERAGY               F9-LINK      F10-SAVE     F11-VW ACCTG
G692 - INQUIRY SUCCESSFUL, TRANSACTION READY FOR UPDATE
```

- If the voucher is a final voucher, change the PART/FINAL indicator to ‘F’ and press <F10–SAVE> to save the change (if not, do not change)

- The system will transfer to the 1420 Voucher Detail Entry screen again, so press <CLEAR> to return to the header

- Prior to posting, you can press <F6–VIEW DOC> to view the 1450 Voucher Commodity Summary, or press <F11–VW ACCTG> to view the 1430 Voucher Accounting Information Summary



```
PCHL1410 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   4:49 PM
LINK TO:                          VOUCHER HEADER ENTRY

VOUCHER NUMBER     : 003QY002534  1099:   DOC TYPE : AV    DUE DATE: MM/DD/YYYY
ACTION INDICATOR   : P    PDT:    DMI :   INTF TYPE: IC    EFF DATE: MM/DD/YYYY
STATUS             : POST         NOTE: N BANK ID  : 000   PYMNT NO:
DEPARTMENT         : 003        TRAINING DEPARTMENT    DOC REF NO:
AMOUNT VOUCHERED   :         100.00 PART/FINAL: F (P/F)    CREATE: MM/DD/YY
PURCHASE ORDER NO  : 003NY001970    CHANGE NO :            UPDATE: MM/DD/YY
INVOICE NUMBER     : 003-4599       MATCH TYPE: AA         POST  : MM/DD/YY
VENDOR ID          : 2386000134   STATE OF MICHIGAN
ADDRESS      035   : 17600 RYAN RD
                     DEPARTMENT OF CORRECTIONS
               CITY: DETROIT              ST: MI ZIP : 48212      CTRY: USA
VEN INVOICE DESC   : CHEVY TRUCK PARTS              SERVICE DATE: MM/DD/YYYY
FREIGHT            :                                      :
                   :                                      :
DISTRIBUTION METHOD: D   FCO:      CLIENT/PATIENT NO:            MUPC:
MASTER ACCOUNTING INFORMATION -    DATE OF SERVICE  :
SFX AGY AY INDEX PCA   COBJ AOBJ GRANT  PH PROJ   PH AG1  AG2  AG3

F1-HELP                   F3-DELETE                 F5-NEXT      F6-VIEW DOC
F7-INTERAGY               F9-LINK      F10-SAVE     F11-VW ACCTG
E423 - VOUCHER POSTED
```

- Enter a ‘P’ in the Action Indicator field and press <F10–SAVE> to post the interagency voucher

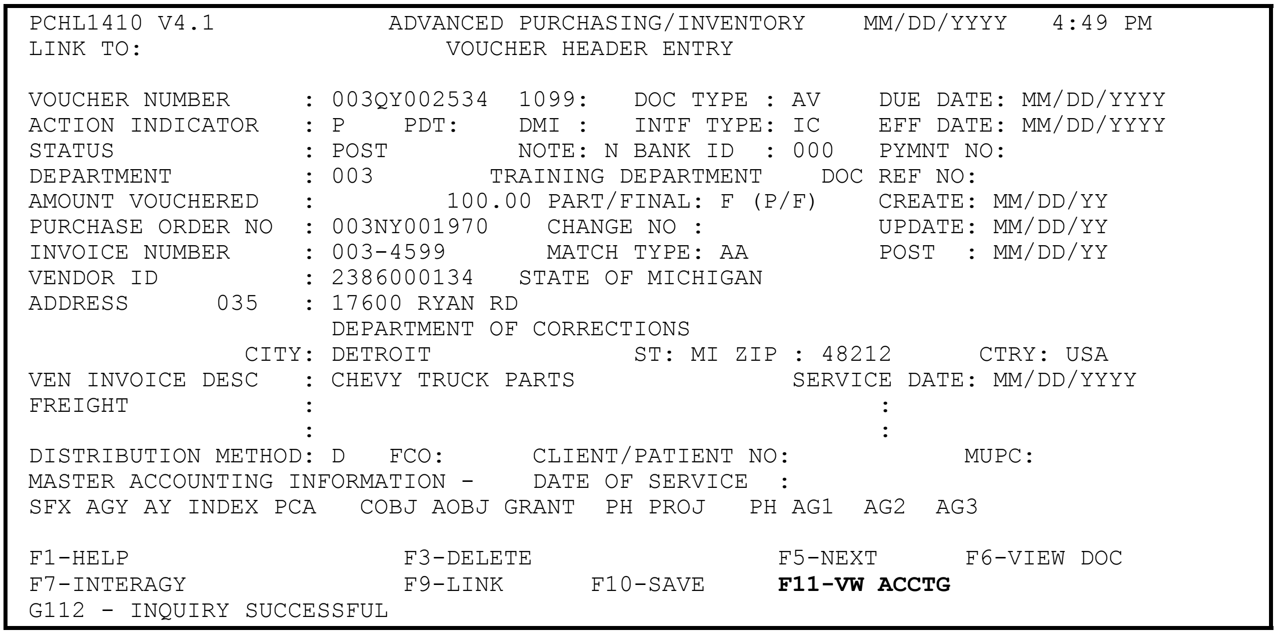
- If there is an approval path established, the Status will change to APPR, if not, it will change to POST

- Once the interagency voucher Status is POST, the appropriate interagency voucher accounting transactions will be performed in R*STARS for the buyer and the seller

- A warrant WILL NOT be issued

ADPICS INTERAGENCY VOUCHER INQUIRIES

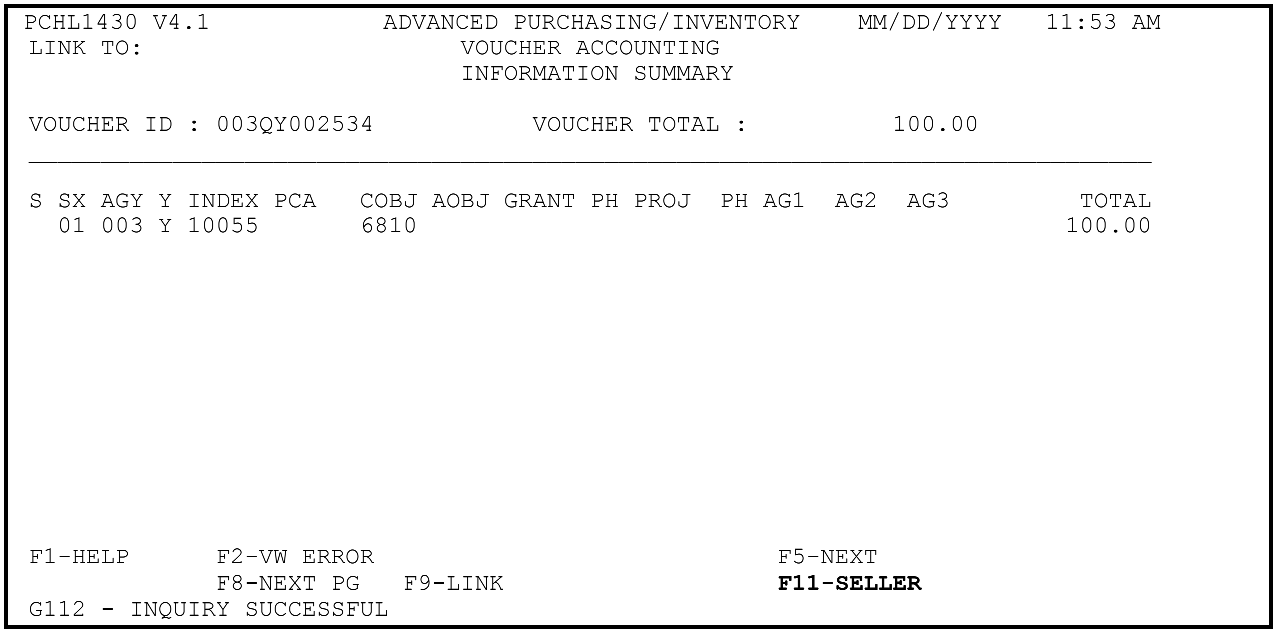
One voucher inquiry screen is used to view the voucher's accounting. It can be accessed from the 1410 Voucher Header Entry screen.



```
PCHL1410 V4.1            ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   4:49 PM
LINK TO:                     VOUCHER HEADER ENTRY

VOUCHER NUMBER     : 003QY002534  1099:   DOC TYPE : AV    DUE DATE: MM/DD/YYYY
ACTION INDICATOR   : P    PDT:    DMI :   INTF TYPE: IC    EFF DATE: MM/DD/YYYY
STATUS             : POST         NOTE: N BANK ID  : 000   PYMNT NO:
DEPARTMENT         : 003        TRAINING DEPARTMENT    DOC REF NO:
AMOUNT VOUCHERED   :        100.00 PART/FINAL: F (P/F)     CREATE: MM/DD/YY
PURCHASE ORDER NO  : 003NY001970    CHANGE NO :            UPDATE: MM/DD/YY
INVOICE NUMBER     : 003-4599       MATCH TYPE: AA         POST  : MM/DD/YY
VENDOR ID          : 2386000134   STATE OF MICHIGAN
ADDRESS      035   : 17600 RYAN RD
                     DEPARTMENT OF CORRECTIONS
               CITY: DETROIT              ST: MI ZIP : 48212      CTRY: USA
VEN INVOICE DESC   : CHEVY TRUCK PARTS              SERVICE DATE: MM/DD/YYYY
FREIGHT            :                                      :
                   :                                      :
DISTRIBUTION METHOD: D   FCO:      CLIENT/PATIENT NO:            MUPC:
MASTER ACCOUNTING INFORMATION -    DATE OF SERVICE  :
SFX AGY AY INDEX PCA   COBJ AOBJ GRANT  PH PROJ   PH AG1  AG2  AG3

F1-HELP                   F3-DELETE                 F5-NEXT      F6-VIEW DOC
F7-INTERAGY               F9-LINK      F10-SAVE     F11-VW ACCTG
G112 - INQUIRY SUCCESSFUL
```

- To view a summary of the interagency accounting information, press <F11–VW ACCTG>:

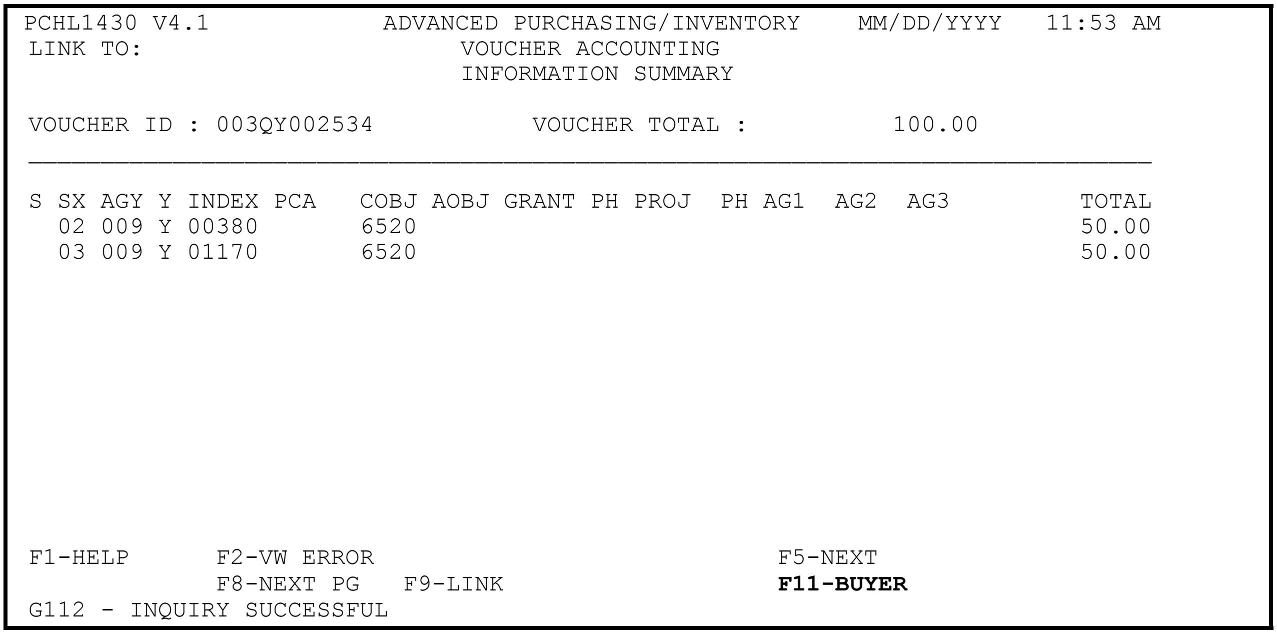
1430 Voucher Accounting Information Summary



```
PCHL1430 V4.1           ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   11:53 AM
 LINK TO:                    VOUCHER ACCOUNTING
                             INFORMATION SUMMARY

 VOUCHER ID : 003QY002534           VOUCHER TOTAL :          100.00
 ______________________________________________________________________________

 S SX AGY Y INDEX PCA   COBJ AOBJ GRANT PH PROJ  PH AG1  AG2  AG3          TOTAL
   01 003 Y 10055       6810                                              100.00










 F1-HELP      F2-VW ERROR                               F5-NEXT
              F8-NEXT PG   F9-LINK                      F11-SELLER
 G112 - INQUIRY SUCCESSFUL
```

- This screen lists all of the buyer's accounting suffix lines associated with the interagency voucher

- To view the seller's accounting suffix lines, press <F11–SELLER>



```
PCHL1430 V4.1           ADVANCED PURCHASING/INVENTORY    MM/DD/YYYY   11:53 AM
 LINK TO:                    VOUCHER ACCOUNTING
                             INFORMATION SUMMARY

 VOUCHER ID : 003QY002534           VOUCHER TOTAL :          100.00
 ______________________________________________________________________________

 S SX AGY Y INDEX PCA   COBJ AOBJ GRANT PH PROJ  PH AG1  AG2  AG3          TOTAL
   02 009 Y 00380       6520                                               50.00
   03 009 Y 01170       6520                                               50.00









 F1-HELP      F2-VW ERROR                               F5-NEXT
              F8-NEXT PG   F9-LINK                      F11-BUYER
 G112 - INQUIRY SUCCESSFUL
```

- The system retrieves the seller's accounting suffix lines, and <F11–SELLER> changes to <F11–BUYER>

- Press <F11–BUYER> to toggle back to the buyer's accounting information

- After viewing the buyer's and seller's accounting, press <CLEAR> to return to the 1410 Voucher Header Entry screen

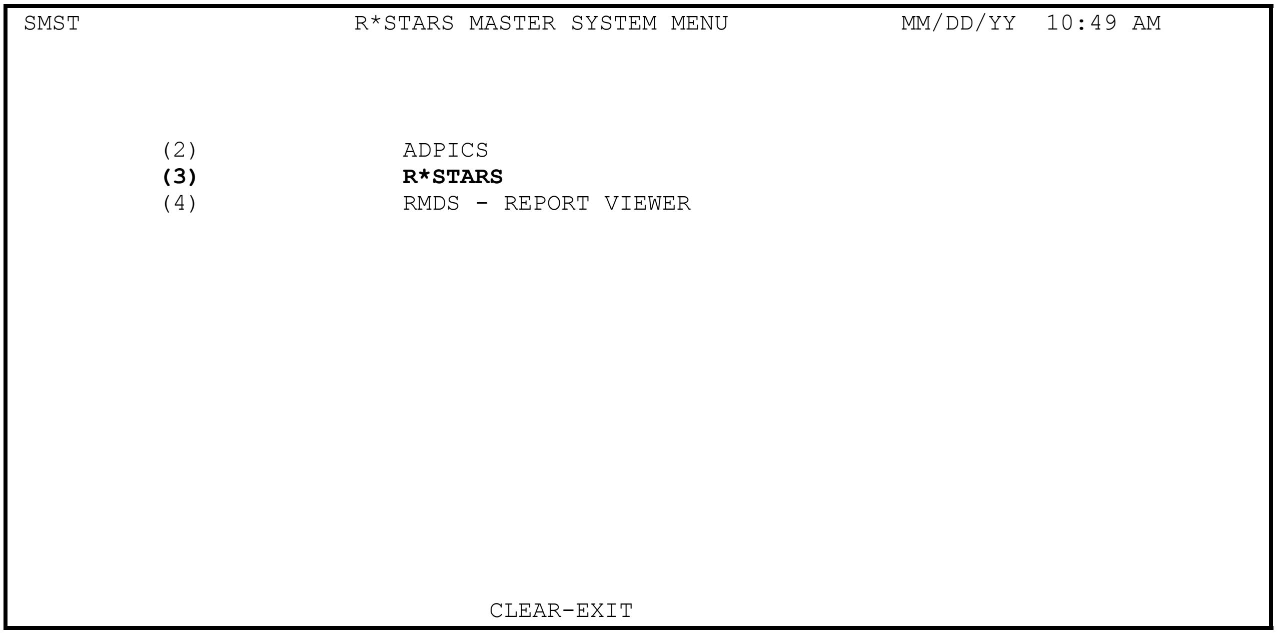
CREATING R*STARS INTERAGENCY VOUCHERS WHEN NO ADPICS PURCHASE ORDER EXISTS

This section explains how to process an interagency voucher in R*STARS, which is a financial data entry batch transaction. Interagency vouchers are processed using the 509 Companion Transaction Entry screen, which is accessed through the 500 Batch Header Entry screen. Normally, the buying entity processes the interagency voucher, including the selling entity's accounting data, which should be supplied by the selling entity.

Accessing R*STARS

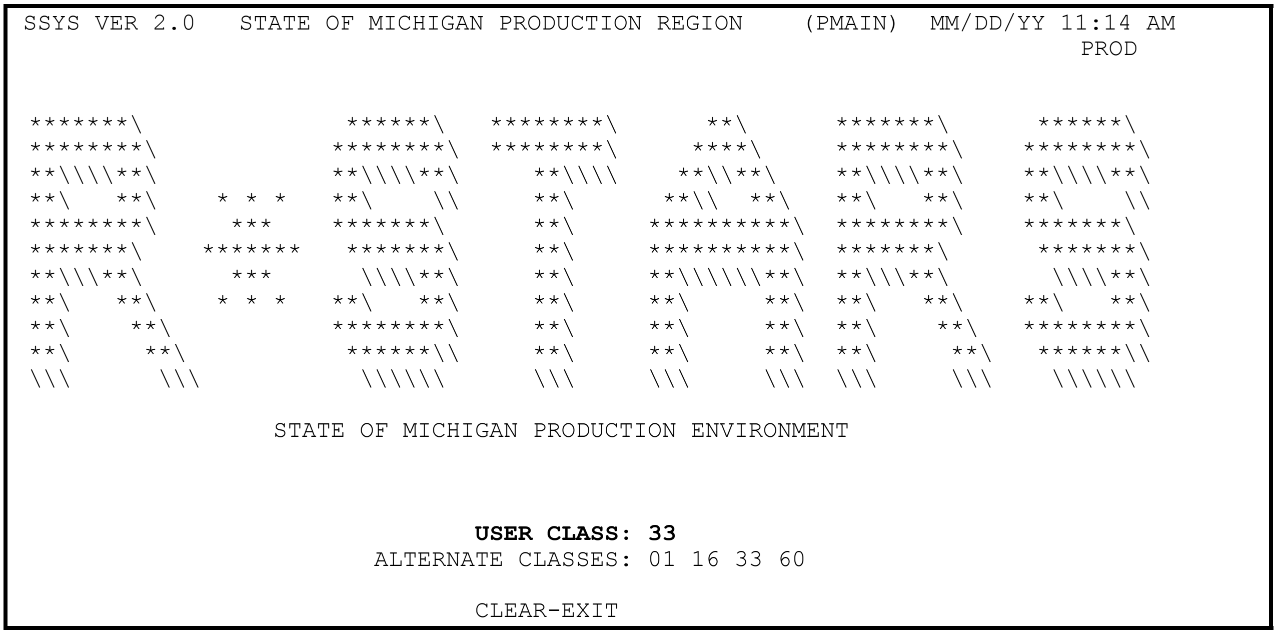
- Log in and access the R*STARS MASTER SYSTEM MENU

Note: If you are already in ADPICS, press <CLEAR> to return to the Main Menu (you can only clear back a maximum of ten screens), or 'Link To' the Main Menu by pressing <HOME>, typing '0000' in the 'Link To' field and pressing <F9–LINK>. From the ADPICS Main Menu, press <CLEAR> to reach the R*STARS MASTER SYSTEM MENU.



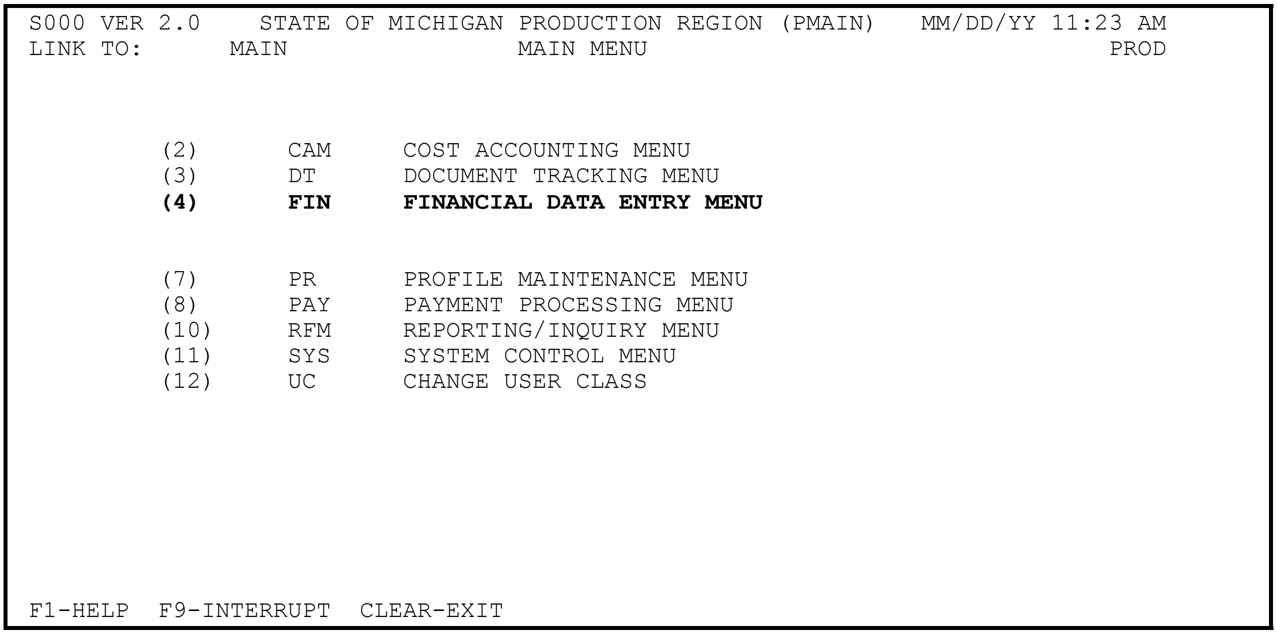
```
SMST                   R*STARS MASTER SYSTEM MENU            MM/DD/YY  10:49 AM



         (2)              ADPICS
         (3)              R*STARS
         (4)              RMDS - REPORT VIEWER















                                CLEAR-EXIT
```

- At the R*STARS MASTER SYSTEM MENU, select <F3> to access R*STARS



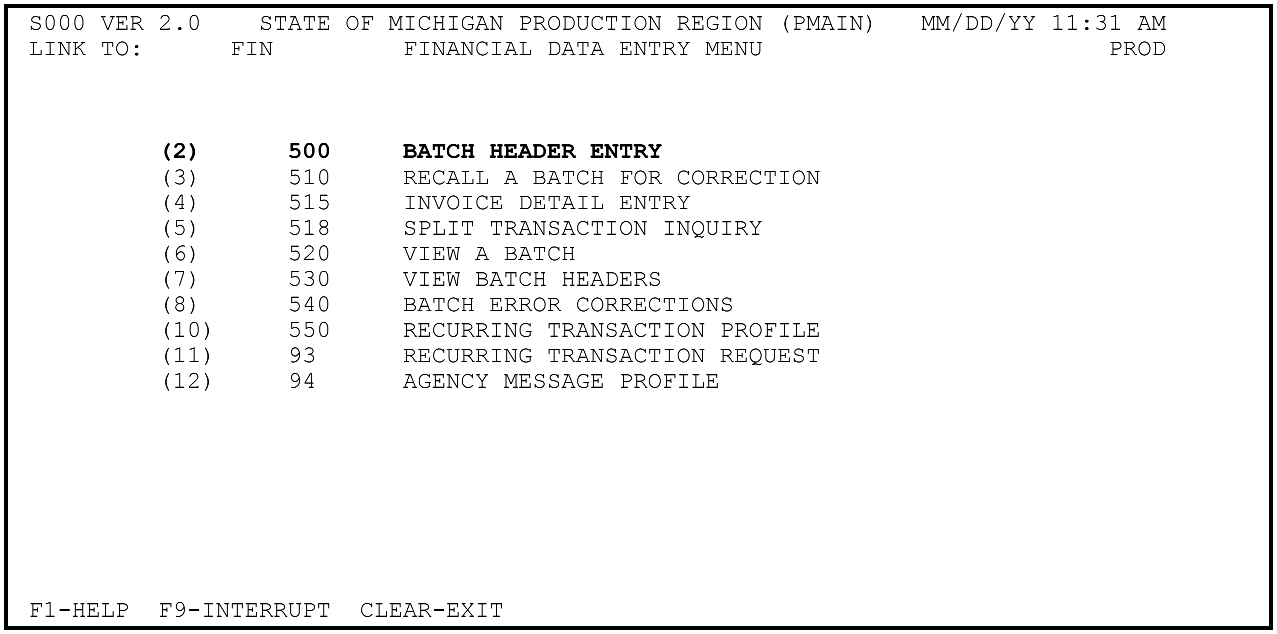
```
SSYS VER 2.0   STATE OF MICHIGAN PRODUCTION REGION    (PMAIN)  MM/DD/YY 11:14 AM
                                                                         PROD


*******\              ******\   ********\      **\      *******\      ******\
********\            ********\  ********\     ****\     ********\    ********\
**\\\\**\            **\\\\**\     **\\\\    **\\**\    **\\\\**\    **\\\\**\
**\   **\    * * *   **\    \\     **\      **\\  **\   **\   **\    **\    \\
********\     ***    *******\      **\     **********\  ********\    *******\
*******\    *******   *******\     **\     **********\  *******\      *******\
**\\\**\      ***      \\\\**\     **\     **\\\\\\**\  **\\\**\       \\\\**\
**\   **\    * * *   **\   **\     **\     **\     **\  **\   **\    **\   **\
**\    **\           ********\     **\     **\     **\  **\    **\   ********\
**\     **\           ******\\     **\     **\     **\  **\     **\   ******\\
\\\      \\\           \\\\\\      \\\     \\\     \\\  \\\     \\\    \\\\\\

                 STATE OF MICHIGAN PRODUCTION ENVIRONMENT



                               USER CLASS: 33
                        ALTERNATE CLASSES: 01 16 33 60

                               CLEAR-EXIT
```

- At the R*STARS screen, change your User Class to '33' and press <ENTER> until you reach the MAIN MENU (one or more News screens are accessed, which should be read prior to performing R*STARS functions)



```
S000 VER 2.0    STATE OF MICHIGAN PRODUCTION REGION (PMAIN)   MM/DD/YY 11:23 AM
LINK TO:      MAIN                MAIN MENU                                PROD



         (2)      CAM     COST ACCOUNTING MENU
         (3)      DT      DOCUMENT TRACKING MENU
         (4)      FIN     FINANCIAL DATA ENTRY MENU


         (7)      PR      PROFILE MAINTENANCE MENU
         (8)      PAY     PAYMENT PROCESSING MENU
         (10)     RFM     REPORTING/INQUIRY MENU
         (11)     SYS     SYSTEM CONTROL MENU
         (12)     UC      CHANGE USER CLASS









F1-HELP  F9-INTERRUPT  CLEAR-EXIT
```

- To enter an interagency voucher transaction, select <F4> to access the Financial Data Entry Menu:

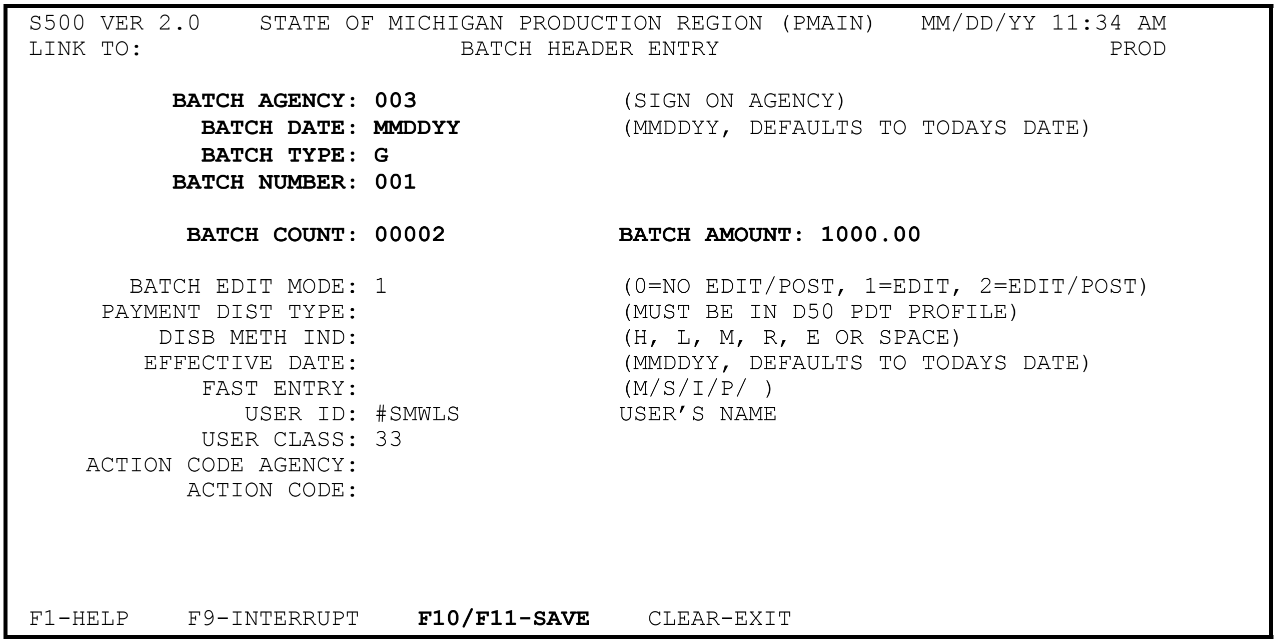


```
S000 VER 2.0    STATE OF MICHIGAN PRODUCTION REGION (PMAIN)   MM/DD/YY 11:31 AM
LINK TO:      FIN         FINANCIAL DATA ENTRY MENU                        PROD



         (2)      500     BATCH HEADER ENTRY
         (3)      510     RECALL A BATCH FOR CORRECTION
         (4)      515     INVOICE DETAIL ENTRY
         (5)      518     SPLIT TRANSACTION INQUIRY
         (6)      520     VIEW A BATCH
         (7)      530     VIEW BATCH HEADERS
         (8)      540     BATCH ERROR CORRECTIONS
         (10)     550     RECURRING TRANSACTION PROFILE
         (11)     93      RECURRING TRANSACTION REQUEST
         (12)     94      AGENCY MESSAGE PROFILE









F1-HELP  F9-INTERRUPT  CLEAR-EXIT
```

- From the Financial Data Entry Menu, select <F2> to access the 500 Batch Header Entry screen (or type ‘500’ in the ‘Link To’ field and press <ENTER> to directly access the 500 Batch Header Entry screen)

500 Batch Header Entry

All R*STARS interagency vouchers are processed in batch transactions. A batch can contain one, or more, interagency voucher transactions.



```
S500 VER 2.0    STATE OF MICHIGAN PRODUCTION REGION (PMAIN)   MM/DD/YY 11:34 AM
LINK TO:                     BATCH HEADER ENTRY                            PROD

          BATCH AGENCY: 003              (SIGN ON AGENCY)
            BATCH DATE: MMDDYY           (MMDDYY, DEFAULTS TO TODAYS DATE)
            BATCH TYPE: G
          BATCH NUMBER: 001

           BATCH COUNT: 00002            BATCH AMOUNT: 1000.00

       BATCH EDIT MODE: 1                (0=NO EDIT/POST, 1=EDIT, 2=EDIT/POST)
     PAYMENT DIST TYPE:                  (MUST BE IN D50 PDT PROFILE)
         DISB METH IND:                  (H, L, M, R, E OR SPACE)
        EFFECTIVE DATE:                  (MMDDYY, DEFAULTS TO TODAYS DATE)
            FAST ENTRY:                  (M/S/I/P/ )
               USER ID: #SMWLS           USER'S NAME
            USER CLASS: 33
    ACTION CODE AGENCY:
           ACTION CODE:



F1-HELP    F9-INTERRUPT    F10/F11-SAVE    CLEAR-EXIT
```

The 500 Batch Header Entry screen is used to begin all entry of batch transactions. The four elements identifying a batch are Batch Agency, Batch Date, Batch Type and Batch Number. A Batch Type of ‘G’ is used for interagency voucher transactions.

- Enter your three-digit agency number in the Batch Agency field

- Enter the Batch Date (defaults to the current date, if not entered)

- Enter ‘G’ in the Batch Type field for interagency voucher transactions

- Enter a unique number for this batch in the Batch Number field (batch numbers can be reused each day)

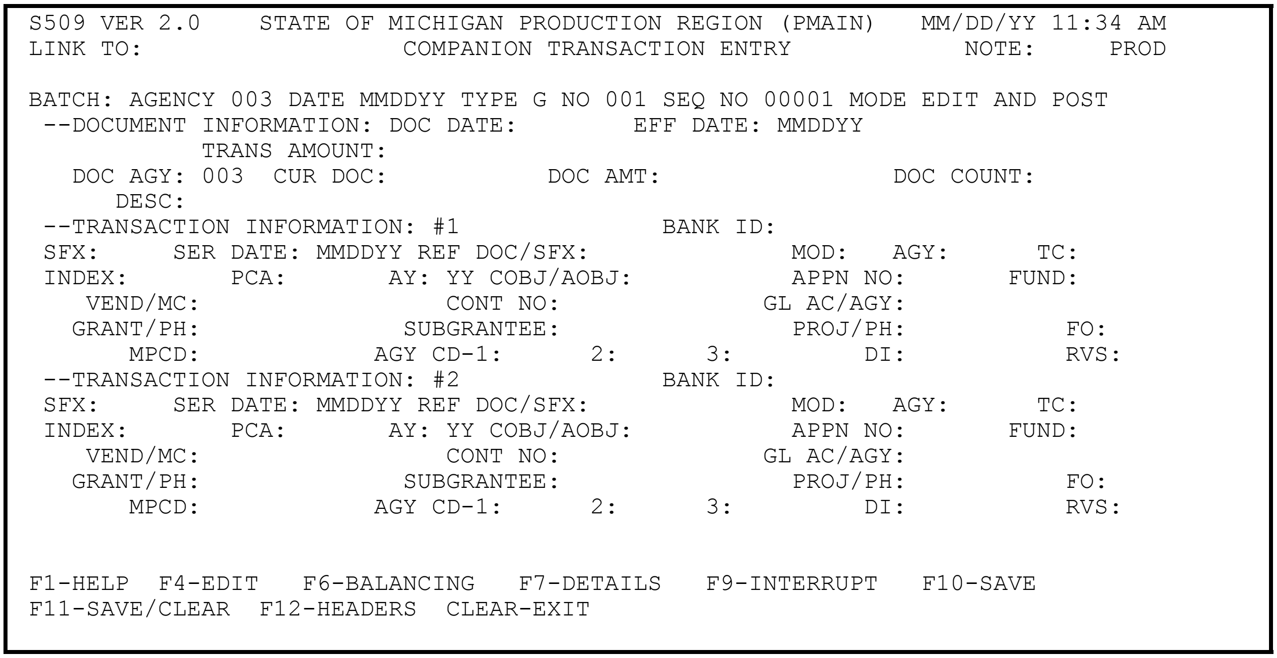
- Enter the number of interagency voucher transactions to be included in this batch (one purchase/sale combination = 2), in the Batch Count field (utilized for the batch balancing feature, up to 99998 can be entered, but State policy asks that you limit a batch to no more than 50)

- Enter the total dollar amount of all interagency voucher transactions for this batch (all purchase/sale combinations times 2), in the Batch Amount field (utilized for the batch balancing feature)

- Press <F10–SAVE> to process/save the batch header information

<u>Note:</u> **You must enter the decimal when entering whole dollar amounts in R*STARS.** If a decimal is not entered by the user the system will place a decimal two places to the left of the last digit entered. To be sure that the dollar amount is correct, it is suggested that the user enter the decimal and two zeros when entering whole dollar amounts. Other batch header data may be entered, if the default values are not appropriate for this transaction. See Chapter 3 of the R*STARS Data Entry Guide for complete data field descriptions for this, and other R*STARS screens shown in this section.

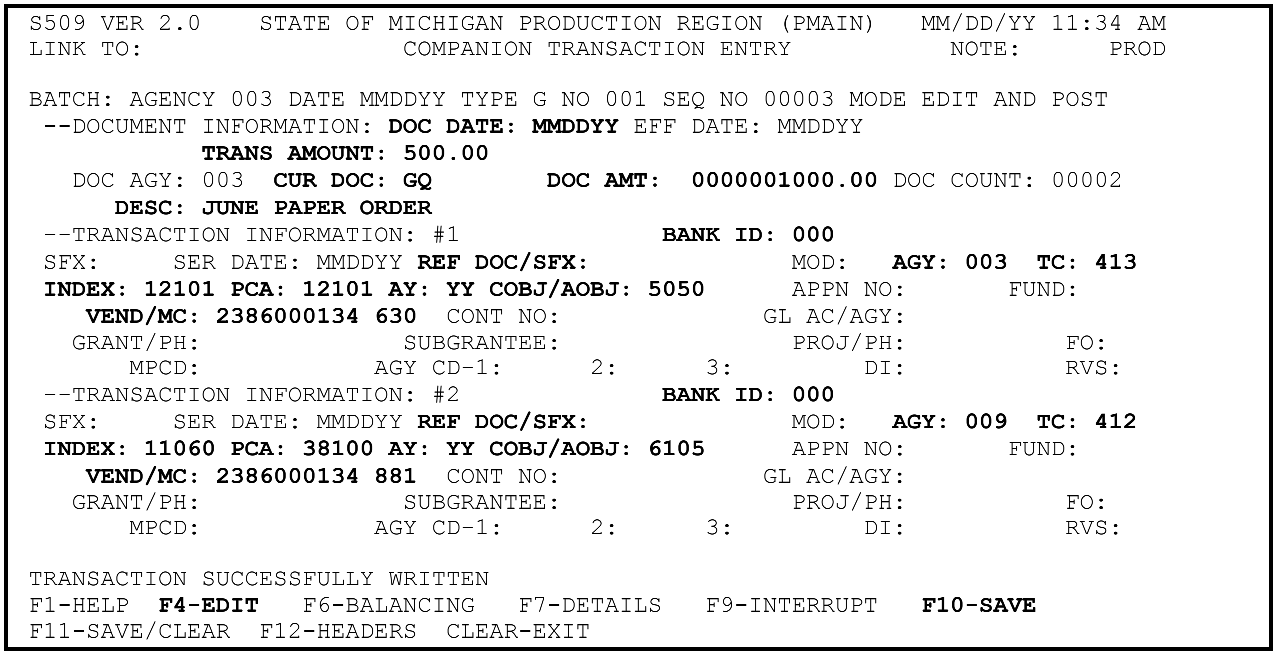
509 Companion Transaction Entry



```
S509 VER 2.0    STATE OF MICHIGAN PRODUCTION REGION (PMAIN)   MM/DD/YY 11:34 AM
LINK TO:                  COMPANION TRANSACTION ENTRY            NOTE:     PROD

BATCH: AGENCY 003 DATE MMDDYY TYPE G NO 001 SEQ NO 00001 MODE EDIT AND POST
 --DOCUMENT INFORMATION: DOC DATE:        EFF DATE: MMDDYY
            TRANS AMOUNT:
   DOC AGY: 003  CUR DOC:           DOC AMT:                DOC COUNT:
      DESC:
 --TRANSACTION INFORMATION: #1              BANK ID:
 SFX:     SER DATE: MMDDYY REF DOC/SFX:              MOD:   AGY:      TC:
 INDEX:       PCA:       AY: YY COBJ/AOBJ:           APPN NO:       FUND:
    VEND/MC:                 CONT NO:              GL AC/AGY:
   GRANT/PH:              SUBGRANTEE:                PROJ/PH:           FO:
       MPCD:            AGY CD-1:      2:      3:         DI:           RVS:
 --TRANSACTION INFORMATION: #2              BANK ID:
 SFX:     SER DATE: MMDDYY REF DOC/SFX:              MOD:   AGY:      TC:
 INDEX:       PCA:       AY: YY COBJ/AOBJ:           APPN NO:       FUND:
    VEND/MC:                 CONT NO:              GL AC/AGY:
   GRANT/PH:              SUBGRANTEE:                PROJ/PH:           FO:
       MPCD:            AGY CD-1:      2:      3:         DI:           RVS:


F1-HELP  F4-EDIT   F6-BALANCING   F7-DETAILS   F9-INTERRUPT   F10-SAVE
F11-SAVE/CLEAR  F12-HEADERS  CLEAR-EXIT
```

- When all of the required data has been entered, and the batch header that contains a Batch Type of ‘G’ is saved, the system transfers to the 509 Companion Transaction Entry Screen

- The system retrieves the header information from the batch header screen



```
S509 VER 2.0    STATE OF MICHIGAN PRODUCTION REGION (PMAIN)   MM/DD/YY 11:34 AM
LINK TO:                  COMPANION TRANSACTION ENTRY           NOTE:      PROD

BATCH: AGENCY 003 DATE MMDDYY TYPE G NO 001 SEQ NO 00003 MODE EDIT AND POST
 --DOCUMENT INFORMATION: DOC DATE: MMDDYY EFF DATE: MMDDYY
           TRANS AMOUNT: 500.00
   DOC AGY: 003  CUR DOC: GQ       DOC AMT:  0000001000.00 DOC COUNT: 00002
      DESC: JUNE PAPER ORDER
 --TRANSACTION INFORMATION: #1              BANK ID: 000
 SFX:     SER DATE: MMDDYY REF DOC/SFX:             MOD:   AGY: 003  TC: 413
 INDEX: 12101 PCA: 12101 AY: YY COBJ/AOBJ: 5050      APPN NO:       FUND:
    VEND/MC: 2386000134 630  CONT NO:              GL AC/AGY:
   GRANT/PH:              SUBGRANTEE:               PROJ/PH:           FO:
       MPCD:           AGY CD-1:      2:      3:          DI:           RVS:
 --TRANSACTION INFORMATION: #2              BANK ID: 000
 SFX:     SER DATE: MMDDYY REF DOC/SFX:             MOD:   AGY: 009  TC: 412
 INDEX: 11060 PCA: 38100 AY: YY COBJ/AOBJ: 6105      APPN NO:       FUND:
    VEND/MC: 2386000134 881  CONT NO:              GL AC/AGY:
   GRANT/PH:              SUBGRANTEE:               PROJ/PH:           FO:
       MPCD:           AGY CD-1:      2:      3:          DI:           RVS:

TRANSACTION SUCCESSFULLY WRITTEN
F1-HELP  F4-EDIT   F6-BALANCING   F7-DETAILS   F9-INTERRUPT   F10-SAVE
F11-SAVE/CLEAR  F12-HEADERS  CLEAR-EXIT
```

- Enter the document date (MMDDYY) in the Doc Date field

- Enter the dollar amount, in the Trans Amount field, for the first interagency voucher transaction included in the batch

- The system retrieves the Effective Date for this transaction from the header (can be changed, if necessary, for each transaction)

- Enter 'GQ' (for interagency vouchers) in the Cur Doc field and the system will generate the next sequential number when the transaction is saved

- Enter **double the dollar amount** of the Trans Amount field in the Doc Amt field (e.g., Trans Amount = 500.00, enter 1000.00)

- Enter a description for the transaction in the Desc field

Transaction Information #1 section Enter the buyer's detail information as follows:

- Enter '000' in the Bank ID field

- Enter the buying entity's agency code in the Agy field

- Enter the appropriate transaction code (for most transactions, this is '413') for the buyer's side of the accounting transaction, in the TC field
- Enter the buyer's account code block in the accounting fields

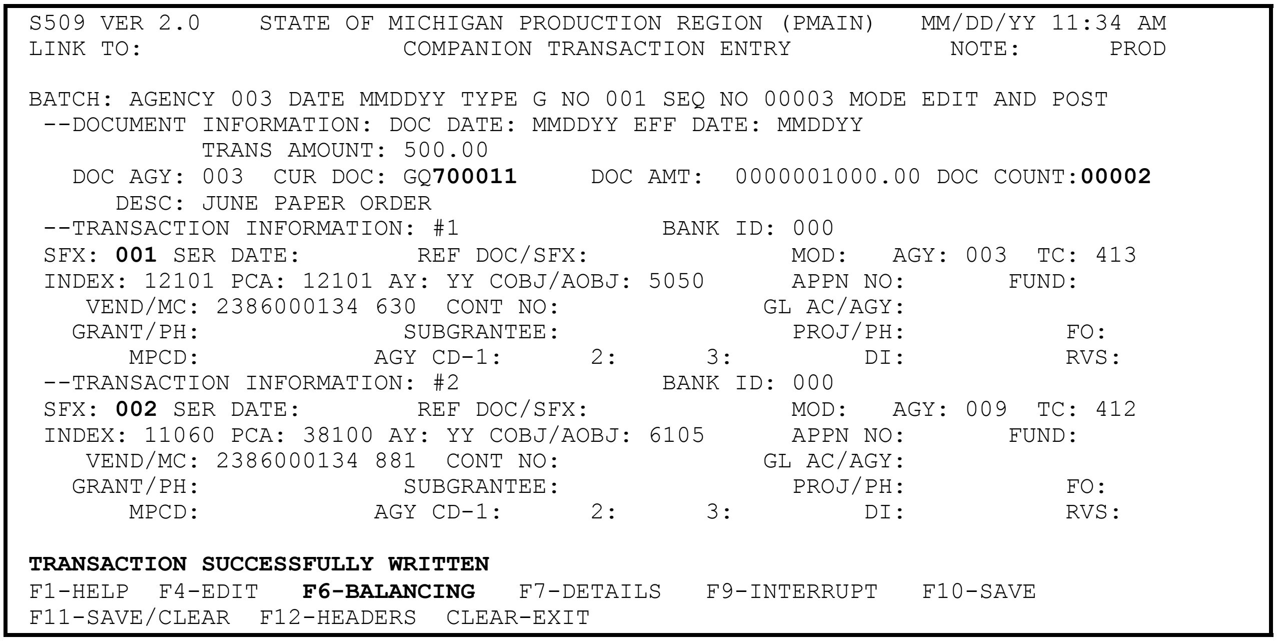
- Enter the State of Michigan's vendor number (2386000134) and the buyer's mail code in the Vendor/MC field

Transaction Information #2 Enter the seller's detail information as follows:

- Enter '000' in the Bank ID field
- Enter the selling entity's agency code in the Agy field
- Enter the appropriate transaction code (for most transactions, this is '412') for the seller's side of the accounting transaction, in the TC field
- Enter the seller's account code block in the accounting fields
- Enter the State of Michigan's vendor number (2386000134) and the seller's mail code in the Vendor/MC field

Note: The seller should supply the buyer with the appropriate accounting information and mail code for data entry on an interagency voucher transaction.

- After all of the transaction data has been entered, press <F4–EDIT> to edit your transactions
- If data has not been entered in a required field, or invalid data has been entered, the message line will advise you, the cursor will move to the field in error, and the field line will become highlighted; you must correct any errors and edit again



```
S509 VER 2.0    STATE OF MICHIGAN PRODUCTION REGION (PMAIN)   MM/DD/YY 11:34 AM
LINK TO:                  COMPANION TRANSACTION ENTRY          NOTE:      PROD

BATCH: AGENCY 003 DATE MMDDYY TYPE G NO 001 SEQ NO 00003 MODE EDIT AND POST
 --DOCUMENT INFORMATION: DOC DATE: MMDDYY EFF DATE: MMDDYY
            TRANS AMOUNT: 500.00
   DOC AGY: 003  CUR DOC: GQ700011     DOC AMT:  0000001000.00 DOC COUNT:00002
      DESC: JUNE PAPER ORDER
 --TRANSACTION INFORMATION: #1              BANK ID: 000
 SFX: 001 SER DATE:        REF DOC/SFX:              MOD:   AGY: 003  TC: 413
 INDEX: 12101 PCA: 12101 AY: YY COBJ/AOBJ: 5050      APPN NO:       FUND:
    VEND/MC: 2386000134 630  CONT NO:               GL AC/AGY:
   GRANT/PH:             SUBGRANTEE:                 PROJ/PH:           FO:
       MPCD:           AGY CD-1:      2:      3:          DI:           RVS:
 --TRANSACTION INFORMATION: #2              BANK ID: 000
 SFX: 002 SER DATE:        REF DOC/SFX:              MOD:   AGY: 009  TC: 412
 INDEX: 11060 PCA: 38100 AY: YY COBJ/AOBJ: 6105      APPN NO:       FUND:
    VEND/MC: 2386000134 881  CONT NO:               GL AC/AGY:
   GRANT/PH:             SUBGRANTEE:                 PROJ/PH:           FO:
       MPCD:           AGY CD-1:      2:      3:          DI:           RVS:

TRANSACTION SUCCESSFULLY WRITTEN
F1-HELP  F4-EDIT   F6-BALANCING   F7-DETAILS   F9-INTERRUPT   F10-SAVE
F11-SAVE/CLEAR  F12-HEADERS  CLEAR-EXIT
```

- If there are no errors, press <F10–SAVE> to process/save the transaction

- When there are no editing errors, and the transaction is processed/saved, the message line will read, “Transaction Successfully Written”

- The system will generate the document sequence number, document count, and suffix numbers for each transaction information section; and you are ready to enter the next transaction within the batch, if there is one

- Repeat the transaction data entry for each additional transaction in the batch

- When all of the batch transactions are complete, you must balance the batch

- Press <F6–BALANCING> to access the 502 Batch Balancing screen

Note: When entering more than one transaction in the batch, it is recommended that you clear the system generated sequential document number so that each interagency voucher transaction is generated with a new document number.

Balancing the Batch

- If the batch is in balance (i.e., the entered count and amount equals the computed count and amount), the message line on the 502 screen will advise you that the batch is balanced
- If the batch is not balanced, the message line will advise you that the batch is not in balance, and must be corrected

- You, or someone with appropriate security, must correct and balance the batch before it can be released for processing

- See Chapter 4 Error Correction Procedures in the R*STARS Data Entry Guide, for steps to correct a batch balancing error

Releasing the Batch

- When the batch is balanced, it is ready to be released

- Press <F6–RELEASE> to release the batch (only users with proper security can release the batch)

- The released batch is now ready for overnight processing (only option with User Class 33, Batch Edit Mode 1), which will post the transaction to the appropriate financial tables

To exit R*STARS, either type MAIN in the 'Link To' field and press <ENTER> to return to the R*STARS Main Menu, or press <CLEAR> until the Main Menu is reached. You can either access ADPICS, or log out.